

Position: Accounting Assistant	Salary Grade: 14
Department: Administrative Services	FLSA: Non-exempt

Summary

This is the entry-level position in the business office. Under the direction of the assigned supervisor, provides clerical and accounting assistance. Balances cash and credit card receipts and prepares bank deposits of all funds received by the District. Responsible for student refunds and checks for athletics. Performs a variety of bookkeeping and clerical accounting functions.

Essential Duties and Responsibilities

- Reconciles cash, checks, and credit card receipts and balances on a daily basis. Apply payments to appropriate accounts with supporting documentation. Prepare bank deposits for all funds received by the District.
- Prepare and monitor cash boxes, maintain change funds, and order change as needed.
- Review student accounts to ensure payments are applied correctly. Determine students eligible for refunds, then enters in to automated accounting system.
- Prepare checks from Revolving Cash account for athletics and occasionally other payments as needed. Verifies information for accuracy, and that all required documentation, and proper authorization is provided.
- Perform a variety of bookkeeping and clerical accounting functions; input budget transfers and journal entries.
- Serves as a resource for assistance over the phone and in person regarding basic information on registration, payment policies, account balances, and college policies to students, staff and the general public.
- Assist Payroll Technician with employee voluntary deduction process.
- Assist other business office staff with various projects.
- Serves as a resource for office student workers.
- Perform other duties as assigned.

Qualifications

▪ **Knowledge and Skills**

Requires knowledge of District policies and procedures; methods and practices of record keeping, to include financial record keeping and handling of money, modern office practices and procedures; modern office equipment, including computers; filing systems; and mathematical computations. Requires basic knowledge of admissions & records and financial aid.

▪ **Abilities**

Requires the ability to understand and apply District policies and procedures; perform a variety of general clerical work, perform mathematical calculations with speed and accuracy; learn and interpret the regulations and policies and procedures; operate various office equipment including computers, calculators, fax machines, copiers, printers, etc.; utilize keyboard skills commensurate with the required functions for this position; establish and maintain cooperative relationships with those contacted during the course of work; demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds.

▪ **Physical Abilities**

Requires ambulatory ability to sit in front of a computer screen for extended periods of time. Requires sufficient hand, arm, finger dexterity to operate computer keyboard, typewriter, or other office equipment. Requires visual acuity to read words and numbers. Requires speaking and hearing ability sufficient to hear over the phone and carry on routine conversations.

▪ **Education and Experience**

The position requires a high school diploma plus two years of experience in finance or a cashier function.

▪ **Licenses and Certificates**

Requires a valid driver's license.

▪ **Working Conditions**

Work is performed indoors where minimal safety considerations exist.

well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.